

VSH Governing Body Meeting Minutes

November 28, 2007

1:30 to 3:30 pm

Medical Director's Office

Type of meeting:	Oversight
Facilitator:	Michael Hartman, Commissioner of Mental Health
Note taker:	Denise McCarty
Governing Body Members:	Dr. William McMains; Beth Tanzman, Deputy Commissioner of Mental Health; Patrick Flood (Designee for Secretary Cindy LaWare); Ann Moore (President of NAMI-VT), Terry Rowe, Dr. Tom Simpatico
Attendees:	Jessica Oski, Scott Perry, JoEllen Swaine, Wendy Magee

AGENDA TOPICS: Review and approval of minutes; Executive Director's Report; Aftercare Referral Data Collection Presentation; Quality Management Report; Medical Director's Report; Other Business; Public Comment

Discussed: Michael Hartman introduced Ann Moore, President of NAMI-VT as the newest member of the Governing Body Committee. The committee reviewed the minutes from the October meeting. William McMains motioned to accept the minutes. Patrick Flood seconded the motion. All in favor. Motion passed unanimously.

Conclusion: The October meeting minutes were approved by the Governing Body.

Action: WM motioned to accept the minutes; PF seconded the motion; Motion passed unanimously.

Person Responsible: WM and PF

Due Date:n/a

Discussed: Executive Director's Report

Root Cause Analysis – A root cause analysis is underway to review the elopement that occurred last week. A report will be finished on Friday or Monday and will review staff mistakes or system breakdowns or both. Terry will make a presentation to the Governing Body in December to report the outcome.

JACHO Accreditation – JACHO accreditation at VSH is actively being pursued. Tommie Murray and Sarah Merrill from our Quality Assurance Department will be attending a Joint Commission preparatory conference in Chicago next week to prepare the hospital for accreditation. When they return from the training they will develop instructions and plans on how to do this to the leadership team.

Michael Hartman gave an overview of the history of DOJ visits and previous Joint Commission visits and the next steps that VSH needs to accomplish to become certified in early 2008.

On-call reimbursement increase - The hourly rate increase that doctors receive for working on-call at VSH has been approved. The new rate will be \$60.00 per hour which is on-par with what is being offered by other regional hospitals like New Hampshire and Maine.

Renovations – Renovations are under review to renovate offices in the treatment team area to covert the space into a treatment mall area for patients. Terry will be getting costs for this and see where it can fit in the budget.

New Development with APS –Our QA department has been advised that APS will only send responses to the VSH staff that reported the incident of neglect, abuse and exploitation on behalf of the VSH patient. This is systematically problematic for VSH. Terry will speak to Fran at APS about this process.

SAMSHA Grant – DMH has received a 3 year grant to promote alternatives to reducing seclusion and restraint. This grant will pay for two coordinators, one position will be for adult services at VSH and the other position will be at the Brattleboro Retreat in the children's unit. Look at and implement federal requirements to reduce seclusion and restraint, one alternative is a sensory modulation approach to try to decrease sensory overload.

(End of Executive Director's Report)

Aftercare Referral Data Collection Presentation with JoEllen Swaine, Chief of Social Work Department and Wendy Magee, Systems Developer for the IT Department. (Handouts are available)

VSH Social Services is working in consultation with Wendy Magee in the IT department with the database Pscyh Consult to capture information towards tracking efforts of the social workers to discharge patients, capture what some of the barriers are for social workers to discharge patients, and why some patients are at VSH for so long. A discussion followed the presentation.

Quality Assurance Report with Scott Perry

Scott Perry reviewed patient injuries data (see handout for more detailed information regarding the statistics below).

Patient injury - During October, 36 Patient Event/Injury reports were submitted, 14 of these were reports of injury.

13 reports of injury were considered minor.

Employee injury - During October, 16 Employee Event reports were submitted and all were reports of injury. One report of injury was considered moderately severe and the rest were minor.

Variance Reports - During October, 63 Variance Reports were filed. The recent significant increase in the number of Variance Report forms submitted has been in response to the decision made by the Safety Committee to encourage more frequent reporting.

Patient Grievances – During October, 5 Patient Grievances were submitted and reviewed, and responses were provided to the patients involved.

Scott Perry also provided statistical information about restraints and seclusions on each unit and episodes of emergency involuntary medication.

Handouts were given and the information was reviewed and discussed.

(End of Quality Management Report)

Michael Hartman informed the committee that Dawn Philibert is working to develop stronger smoking cessation efforts at VSH. She is working with the American Cancer Society which has given funding toward this effort. In the long term, our goal is to have no patients smoking at VSH. VSH will offer voluntary smoking cessation through the treatment mall with Patrick Kinner, Director of Therapeutic and Recovery Services.

Medical Director's Report and Doctor Credentialing – (with Dr. Tom Simpatico)

The VSH on-call doctor rate has increased to \$60.00 per hour. The December on-call calendar is still being worked on.

The credentialing packets for Karl Papineau, Erin Kelly, and Jessie Ritvo were reviewed by the committee. All three candidates are psychiatry residents with the exception of Dr. Kelly who is currently doing her neurology residency here with Dr. Black. Tom gave an overview of all three candidates and personal opinions about all three. Beth Tanzman made a motion to accept the credentialing packets of all three candidates. Ann Moore seconded the motion; all in favor. The motion passed unanimously.

Conclusion: Credentialing Packets were approved by the Governing Body

Action: BT motioned to approve the credentialing packets and AM seconded the motion. All in favor. Motion passed.	
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Person Responsible: BT and AM	Due Date: n/a
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(End of Medical Director's Report)

Discussed: Public Comments and Adjournment

There were no members of the public attending the meeting. Beth Tanzman motioned to adjourn the meeting. William McMains seconded the motion. All in favor. Meeting adjourned at 3:35 pm.

Conclusions: BT motioned to adjourn the meeting. WM seconded the motion. Motioned passed.

Action: Meeting adjourned at 3:35 p.m.

Person responsible: BT and WM	Due Date: n/a
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Meeting adjourned at 3:35 pm. The next Governing Body Meeting will be on Wednesday, December 19, 2007 at 1:30 pm.

Respectfully Submitted,

Denise McCarty
Minute Taker